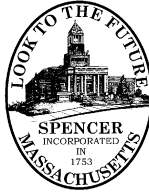


TOWN OF SPENCER, MASSACHUSETTS
OFFICE OF THE
WATER DEPARTMENT

DAVID R. O'COIN
NORMAN C. LETENDRE, JR.
ROBERT O. FRITZE, JR.

3 OLD MEADOW ROAD
SPENCER, MA. 01562



SUPERINTENDENT
STEVEN J. TYLER, P.E.

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Minutes of Meeting held January 6, 2016

Meeting of the Board of Water Commissioners held at the Water Department, 3 Old Meadow Road, Spencer, MA. All maps, diagrams, letters and notices are on file at the Utilities and Facilities Office.

Members present: David O'Coin
Norman Letendre, Jr.
Robert Fritze, Jr.

Staff present: Steven Tyler, Superintendent
Gregory Karpowicz, Chief Water Operator
Carol Dearborn, Sr. Clerk

Meeting was called to order at 5:15 PM

Read and accepted minutes for December 2, 2015

Reviewed invoices & signed vouchers

Signed Monthly Commitment

Water Department Vehicles: Currently the Water Department has four operation trucks for daily use which includes a new truck purchased in July 2015. Superintendent requesting access to an operational truck for town business/field work as needed. Robert would like to relinquish a 2004 truck to another town department to save on general/repair costs. After much discussion, Water Department will not relinquish truck (asset) all costs for truck will be under the Highway Department's budget since most field work is for Highway Department. David motioned, Norman seconded, to keep truck as long as no expenses occur under Water Department budget.

Water Rate Study: Superintendent proposed Water Rate Study by Woodcock & Associates, Inc. to increase Water Department revenue. Water Department is limited on completing summer water projects. Back-up system to Moose Hill Tank and Main Street to Prouty High School are improvement projects needed and due to no retained earnings or capital expenses available for these projects and with increased expenses there is a need to increase water rates or borrow money. Last water rate increase was five years ago (July 1, 2010). After much discussion, the decision was made to not pay for a Water Rate Study and not to borrow money but to hold a Public Hearing to discuss Water Rates Increases to be held March 2, 2016 water rates increases for July 1, 2016 (FY17). David motioned, Norman seconded, unanimous.

Update to Water Terminations: Termination letters for two quarters will be going out the end of February 2016.

5 Pioneer Valley Rd: Water Commissioners review of hardship request to abate \$45.00 in late fees. Review of resident's past water bills, payments, current balance and circumstances pertaining to request, Robert motioned, David seconded in favor of abatement of \$45.00.

15 Smithville Rd: Water Commissioners review of hardship letter request. Review of resident's past water bills, payments, and current balance. David motioned, Norman seconded in favor of payment agreement. Balance of outstanding balance to be paid in full by June 30th, 2016.

Public Meeting Adjourned at 6:00 PM, motion by Norman, seconded by Robert.